



Job Posting

Position Title: Combination Substitute Teacher/Bus Driver

Reports To: Kathy Segers

Location:

Tennessee School for the Blind
115 Stewarts Ferry Pike
Nashville, TN 37214

Position Description:

This position serves under the direct supervision of the educational administrative team who has ultimate responsibility for the design and implementation of educational programs and services.

Specific Position Responsibilities:

- Report to the educational office each morning upon arrival and each afternoon after dismissal.
- Follow teacher lesson plans and assume all duties of the classroom teacher or educational assistant in accordance with school rules. This may include lunchroom duty, bus duty, hall duty or other duties assigned by the building administrator(s).
- Familiarize self with the school emergency procedures and student medical needs as outlined in the substitute folder in each classroom.
- Maintain normal classroom routines as much as possible.
- Supervise students at **all** times and maintain a positive learning environment. Any major discipline issues should be reported to building level administrator(s) immediately.



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- Protect confidentiality of all students. Any observations or conversations involving students should be considered confidential and should only be discussed with building level administrator(s).
- Be flexible. The person in this position will need to be available to serve as a substitute teacher on the days they are not driving the school bus for extracurricular activities.
- Conduct pre-trip inspection of school bus before loading or transporting students.
- Follow all laws and rules of the State of Tennessee as they pertain to driving a school bus.
- Familiarize self with the school bus evacuation plan for TSB and participate in annual bus evacuation drill.
- Be available and flexible enough to drive both in-state and out-of-state for extracurricular and school activities requiring the use of a school bus during the week and on week-ends as needed.

Qualifications:

- High School Diploma or GED [REQUIRED]
- Two years of college [PREFERRED]
- Bachelor's degree [PREFERRED]
- Must hold a valid State of Tennessee Class B Commercial Driver License with Passenger endorsement.
- Must attend and provide proof of attendance at the annual State of Tennessee Department of Education safety meeting for school bus drivers.
- Must provide proof of passing an annual physical examination for school bus drivers signed by a medical doctor.
- Must have a good driving record free of major traffic violations.



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Successful candidates will exhibit the following knowledge, skills and abilities:

- Excellence
- Optimism
- Sound Judgment
- Courage
- Teamwork
- Some experience working with children who have special needs (PREFERRED)
- Basic knowledge and ability on how to use a computer
- Ability to be flexible and follow directions
- Dependable with good attendance and punctuality

Salary and Benefits:

Salary is competitive and commensurate with qualifications. In addition, a [comprehensive benefits package](#) is included.

To Apply:

Please e-mail a cover letter, resume, and contact information for three professional references to jenny.robinson@tsbtigers.org.

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